

DEPARTMENT OF THE NAVY  
Office of the Secretary  
Washington, D.C. 20350

SECNAVINST 5730.5G  
OLA  
24 August 1981

SECNAV INSTRUCTION 5730.5G

From: Secretary of the Navy  
To: All Ships and Stations

Subj: Procedures for the Handling of Naval Legislative  
Affairs and Congressional Relations

Ref: (a) SECNAVINST 5430.26C (NOTAL)  
(b) Navy Comptroller Manual (NAVEXOS  
P-1000) (NOTAL)  
(c) SECNAVINST 5700.9C (NOTAL)  
(d) DOD Directive 5400.4 of 30 Jan 78  
(NOTAL)  
(e) SECNAVINST 5216.1H (NOTAL)  
(f) SECNAVINST 5570.2B  
(g) SECNAVINST 5720.42B  
(h) SECNAVINST 5741.2F  
(i) DOD Directive 5500.1 of 21 May 64  
(NOTAL)  
(j) DOD Directive 5500.4 of 20 Sep 61  
(NOTAL)  
(k) OPNAVINST 5510.1F  
(l) SECNAVINST 4650.16A (NOTAL)  
(m) SECNAVINST 5510.25A (NOTAL)  
(n) OPNAVINST 5510.115  
(o) DOD Directive 5545.2 of 20 Aug 79  
(NOTAL)  
(p) DOD Directive 5545.3 of 5 Jul 79  
(NOTAL) encl w/ref (q)  
(q) NAVCOMPTINST 7130.25D (NOTAL)

1. Purpose. To prescribe procedures for the conduct of the congressional affairs of the Department of the Navy.

2. Cancellation. SECNAV Instruction 5730.5F.

3. Policy. The Secretary of the Navy regards the conduct of congressional affairs as a prime responsibility of the Department. The Chief of Legislative Affairs is the Secretary's principal staff assistant for discharging the legislative functions and responsibilities of the Department of the Navy with the exception of liaison with the Appropriations Committees which is vested with the Comptroller of the Navy. It is the policy of the Secretary that all organizational components of the Department of the Navy keep the Chief of Legislative Affairs informed of significant matters related to legislative affairs and congressional relations. Matters pertaining to the Appropriations Committees should be referred to the Comptroller of the Navy.

The establishment of close working relations in the field of congressional affairs among Navy Department bureaus, offices and commands, and between these components and the Offices of Legislative Affairs and the Comptroller, is essential if the Navy's needs and views are to be presented effectively to the Congress.

4. Action. Addressees shall be thoroughly cognizant of and comply with the policy and procedures set forth in this instruction. For purposes of this instruction, Navy Department components will include the Headquarters, Military Sealift Command and the systems command headquarters. Bureaus, offices and commands under the Chief of Naval Operations shall ensure that the Chief of Naval Operations is kept informed in all matters that affect his responsibilities, or otherwise require his attention and knowledge. Similarly, the Commandant of the Marine Corps shall be kept informed on matters relating to Marine Corps personnel or activities.

5. Responsibility

a. Reference (a) documents the establishment of the Office of Legislative Affairs, and states its functions, duties and responsibilities. The Chief of Legislative Affairs is responsible to the Secretary of the Navy for the Department of the Navy's relations and liaison with all the Members, staff members and the committees of the Congress, except for:

(1) Relations in all matters dealing with the Navy Department budget and liaison with the Appropriations Committees of the Congress on appropriation matters which are handled by the Comptroller of the Navy. (R)

(2) Relations and liaison with the Joint Committee on Printing of the Congress, which are handled by the Assistant Secretary of the Navy (Shipbuilding and Logistics). (R)

b. Reference (b) promulgates the functions, duties and responsibilities of the Comptroller of the Navy. The Comptroller of the Navy is responsible to the Secretary of the Navy for the Department of the Navy's relations and liaison with the Appropriation Committees, Committee Members and staff personnel for matters concerning Department of the Navy appropriations. The Director of Budget and Reports is specifically assigned responsibility to maintain liaison with the Appropriations Committees for the Comptroller of the Navy and with the Surveys and (R)

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Investigations staff of the House Appropriations Committee.

c. Due to the inseparability of appropriation matters from authorization measures, the closest coordination and cooperation will be maintained between the Chief of Legislative Affairs and the Comptroller of the Navy in Congressional relations involving such matters.

d. The Chief of Legislative Affairs will furnish Members of Congress with current information concerning naval matters affecting their respective states and districts, or which are otherwise of potential interest to the Members of Congress. In order that the Chief of Legislative Affairs may do this, Navy Department components will inform the Office of Legislative Affairs as far in advance as possible of all matters which may have an appreciable effect upon the constituency of a Member of Congress, such as the expansion or curtailment of naval activities, operating forces, and programs, in accordance with the procedures delineated in reference (c).

R) e. To avoid unnecessary duplication and conflict, each Navy Department component will designate a single point of contact for congressional relations to serve as a clearing house and coordinating point with the Office of Legislative Affairs and the Comptroller of the Navy. The sole function of the single point of contact shall be to furnish technical or other information specifically required by the Secretary in relationships with the Congress, or that information which may form the basis for legislation to be considered by the Congress. In carrying out this technical function, it is not necessary that internal units of bureaus, offices and commands bear the title "Legislative Affairs or Congressional Liaison," etc.

#### 6. Providing Information to Congress

R) a. **General.** Reference (d) provides guidance concerning provisions of information to Congress. Nothing in this instruction shall be construed as invalidating or in any way modifying reference (d) or Article 1148 and 1149, U.S. Navy Regulations, 1973, which concern the communications and dealings between personnel of the naval establishment and the Congress. It is the policy of the Secretary that all Department of the Navy components will make maximum information available promptly to the Members of Congress and congressional committees and their staffs, and that constituents' letters to Members of Congress which have been referred to the Navy Department be answered as fully as possible. When doubt exists whether specific information may or may not be released to Con-

gress, the releasing authority should consult the Chief of Legislative Affairs for guidance and recommendation. No information intended for the Appropriations Committees, or their staffs will be released from the Department of the Navy without the approval of the Comptroller of the Navy. The Director, Budget and Reports has been delegated authority to approve all information transmitted, keeping the Comptroller of the Navy informed of significant items.

b. **Correspondence.** Correspondence from Members of Congress addressed directly to the Secretary of the Navy will be processed in accordance with reference (e). Other correspondence from members shall be processed in the following manner:

(1) Unless a full reply can be made within 5-working days from the time of receipt by an addressed activity, an interim reply shall be made. The interim reply should give as much relevant information as is then available, including the reason why additional time is required, and the date that a final reply can be expected.

(2) Whenever a final reply cannot be made by the date set in the interim reply, an additional interim reply shall be sent to the Member of Congress explaining the additional delay and establishing a new date that the final reply can be expected.

(3) Those bureaus and activities rendering decisions on personnel oriented matters in which congressional interest has been expressed must recognize congressional sensitivities and ensure that the response to the congressional inquiry is provided no later than the response to the concerned individual.

(4) Department of the Navy activities contacted directly by Members of Congress shall be responsible for replying directly on routine and nonpolicy matters. Copies of both incoming and outgoing correspondence resulting from direct contact with Members of Congress shall be provided to the Chief of Legislative Affairs on an occurring basis.

(5) In order to avoid unnecessary delay, addressees are authorized to delegate to appropriate staff members or program heads the authority to sign replies to congressional correspondence which has not been personally signed by the Member, and which is obviously of a routine nature.

c. **Classified Information.** Release of classified information to the Congress shall be in accordance with the policies and procedures set forth in reference (d).

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d. **Privileged and Official Information.** References (f) and (g) deal with the policy governing the custody, use, and preservation of Department of Defense official information and the availability to the public of Department of the Navy information and records, including privileged information and "official use only" material.

- R) e. **Investigative Information.** Congressional committee requests for information of an investigative nature shall be handled in accordance with the procedures set forth in paragraph 12 of this instruction.

#### 7. Congressional Visits

- R) a. **Requests from Congress.** All requests for visits to naval activities from Members of Congress or staff members will be referred to the Chief of Legislative Affairs or to the Comptroller of the Navy (Director, Budget and Reports) as appropriate.
- R) b. **Invitations to Congress.** The Chief of Legislative Affairs will be informed prior to an activity inviting a Member of Congress or a staff member to visit their activity.
- R) c. **Unannounced Congressional Visits.** In the event that a Member of Congress or a staff member visits a naval activity unannounced, for purposes other than investigative, such as a tour of the facilities, the Chief of Legislative Affairs will be notified by the most expeditious means, preferably telephonic (AUTOVON 227-7146). Initial information should include who, where, and the reason for the visit. Every courtesy will be extended the visitor, and information will be provided as fully as possible, consistent with the above guidelines. Unannounced visits by Appropriations Committee Members or Staff on appropriations business will be reported to the Comptroller of the Navy (Autovon 227-6185).
- R) d. **Report of Congressional Visits.** At the conclusion of a Congressional visit, a message report will be submitted to the Chief of Legislative Affairs or to the Comptroller of the Navy as appropriate, information to the Chief of Naval Operations or Commandant of the Marine Corps and the chain of command as appropriate. This report will include place and duration of the visit, names of Members and staff representatives, areas of interest, summary of information furnished, requirements imposed and deficiencies disclosed.
- R) 8. **Relationship with General Accounting Office.** As an agent of Congress, the General Accounting Office (GAO)

has been given broad authority to examine how government funds are spent and how agencies carry out the mandate of Congress. Therefore, the primary purpose of GAO reviews is to examine and evaluate how management, financial, and program responsibilities are carried out. The Comptroller of the Navy has been assigned responsibility for liaison between the GAO and the Department of the Navy. Reference (h) provides guidance to Navy personnel in their relationships with GAO representatives engaged in carrying out the statutory audit responsibilities of that office.

#### 9. Relationship with the Congressional Budget Office.

The Congressional Budget Office (CBO) was established by the Congressional Budget Act of 1974 to provide to the Budget Committees and other committees of the Congress information which will assist such committees in matters within their jurisdictions. The act also authorizes the CBO to secure information, data, estimates, and statistics directly from departments and agencies of the Executive Branch. Within the Department of the Navy, the Office of Legislative Affairs is assigned responsibility for liaison with the CBO.

10. **Congressional Liaison.** The Chief of Legislative Affairs will maintain Navy Department liaison offices in the Senate and House Office Buildings, adequately staffed to provide prompt and accurate on-the-scene information to written, telephonic, and personal inquiries from the Members of Congress.

#### 11. Legislation Program

a. **Annual Legislative Program.** References (i) and (j) set forth the procedures for the development of the annual legislative program of the Department of Defense. Supplementary instructions are normally issued annually by the Secretary of Defense.

b. **New Legislation.** Any Department of the Navy component desiring to propose new legislation necessary for the efficient discharge of its mission may do so at any time. Legislative proposals of this nature should be forwarded by letter to the Chief of Legislative Affairs via the originator's normal chain of command. The Chief of Legislative Affairs will coordinate the proposed legislation, via the normal chains of command, where appropriate, among interested Navy Department components and, after approval by the Secretary of the Navy, process the proposal in conjunction with the Department of Defense legislative

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program. The letter proposing the new legislation should include:

- (1) A detailed explanation of what the proposal is designed to accomplish.
- (2) A justification of the need for the legislation.
- (3) A statement and justification as to the urgency of the legislation.
- (4) A statement identifying Presidential recommendations, if any, and the degree to which they will be carried out by the proposed legislation.
- (5) Names of other departments and agencies of the Government which may be interested in the subject of the proposal.
- (6) Cost and budget data:
  - (a) Estimates of the costs or savings attributable to the proposal over each fiscal year through the first 5-year period of operation. If such information is not provided, the reasons for the omissions shall be stated.
  - (b) The basis and method for determining the cost and budget data.
  - (c) Whether any increased costs have been included in any estimate for appropriations submitted through regular budget channels.
  - (d) If the proposal would increase or decrease Federal revenues, or affect the receipts or expenditures of a trust or special fund, an estimate of the changes shall be made for each fiscal year, for the first 5 years of operation.
  - (e) If the proposed legislation entails the annual expenditure of appropriated funds in excess of \$1 million, information is required for each of the first 5 fiscal years, showing the estimated maximum additional (1) worker-years of civilian employment by general categories of positions, (2) expenditures for personnel services, and (3) expenditures for purposes other than personnel services.
- (7) A statement as to whether an environmental impact statement is required by section 102(2)(C) of the National Environmental Policy Act of 1969 (Public Law 91-190), and if one is required, a draft copy of the statement shall be enclosed.

(8) A proposed letter to the Speaker of the House of Representatives/President of the Senate detailing the purpose of the proposal and justifying the need for the legislation.

c. **Comments on other than Department of the Navy or Department of Defense Program Legislation.** The Chief of Legislative Affairs will obtain the comments of interested Navy Department components on nonprogram legislation which has been referred to the Department of the Navy for comment. Such comments will be forwarded via the originator's normal chain of command. In the event that the Navy Department has the primary Executive Branch responsibility for the subject matter involved in the legislation and the Navy Department component recommends a favorable report on the legislation which would bring out action coming within the scope of section 102(2)(C) of the National Environmental Policy Act of 1969 (Public Law 91-190), the component will appropriately process the environmental impact statement required by the act and include a copy of the draft of that statement with its comments on the legislation involved.

d. **Proclamation and Executive Orders.** A Navy Department component desiring to propose a proclamation or an executive order may do so by addressing a letter to the Chief of Legislative Affairs via the originator's normal chain of command, furnishing, insofar as applicable, detailed justification similar to that outlined above for new legislation. In addition, a proposal for an executive order should include a draft White House press release explaining the purpose of the executive order.

e. **Annual Review of Expiring Laws.** On or before 1 July of each year, the Chief of Legislative Affairs, in conjunction with cognizant Navy Department components, shall compile a list of laws which will expire during the forthcoming calendar year. Navy Department components concerned will submit comments to the Chief of Legislative Affairs via the normal chain of command, setting forth their recommendations as to whether the laws shall be extended or be permitted to expire, and the reason for such recommendations.

f. **Annual Review of Department of Defense Emergency Legislative Program.** The Chief of Legislative Affairs will annually, on dates prescribed by the Office of the Secretary of Defense, refer the currently effective edition of the Department of Defense Emergency Legislative Program to all cognizant Navy Department components for comment and recommendation. Any comments to the Chief of Legislative Affairs will be forwarded via the

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originator's normal chain of command. In addition to the annual review, recommendations for modification of or additions to the Emergency Legislative Program may be submitted by interested Navy Department components, via the originator's normal chain of command, to the Chief of Legislative Affairs at any time.

g. **Controversies.** In the event of disagreement among Navy Department components in the development of the Department of the Navy position on legislation or legislative matters resolved through the normal chain of command, the Chief of Legislative Affairs will consult with the interested parties in an effort to resolve the disagreement. If the matter is not resolved, it will be referred to the Secretary of the Navy for decision.

h. The Chief of Legislative Affairs shall provide information copies of proposed Navy comments on all non-program legislation to the General Counsel.

## 12. Congressional Committee Liaison

a. This paragraph concerns provisions for providing information not related to pending legislation, with the exception of procurement authorization legislation, to congressional committees and subcommittees. As a basic objective, the Secretary of the Navy attempts to preclude formal congressional investigations by promptly furnishing, in response to committee inquiries, properly cleared and adequate information on Department of the Navy programs and operations. Local commands and activities seldom possess complete information necessary to respond fully to inquiries from the Washington headquarters.

b. The following procedures will be used in replying to congressional inquiries:

(1) **Departmental.** Normally, congressional committee inquiries are addressed to the Chief of Legislative Affairs, or to the Secretary of the Navy, who refers such inquiries to the Chief of Legislative Affairs for appropriate action. When an investigative inquiry is received by a Navy Department component directly, the Chief of Legislative Affairs will be notified immediately. The Chief of Legislative Affairs will establish direct communication with the source of the inquiry in the Congress and ascertain the specific information desired and, if possible, the proposed use thereof. The Chief of Legislative Affairs will evaluate the inquiry and refer the inquiry to the cognizant Navy Department component for information upon which to base a reply, preparation of a direct reply, preparation of a reply for signature of the Secretary of the Navy, or other

action as may be appropriate. If more than one Navy Department component is involved, the Chief of Legislative Affairs will coordinate the action of the Navy Department. The Naval Inspector General, as the agent of the Chief of Naval Operations, is the Navy Department action officer for congressional inquiries regarding the material condition, habitability, morale, efficiency, or administration of a U.S. Navy ship, unit or station. Replies to inquiries in the above area will be referred to the Chief of Naval Operations (Op-008), who will prepare responses for signature by the appropriate responding official. Copies of congressional investigation correspondence will be furnished to the Chief of Legislative Affairs. Procedures and actions governing the appearance and scheduling of witnesses before congressional committees and the processing of prepared statements are set forth in paragraph 14.

(2) **Field.** In the event that a Member of Congress, a committee member, or a staff member contacts or visits a naval activity unannounced to request information of an investigative nature or to look at records, the activity shall follow the guidelines established by this instruction, and in matters concerning the disclosure of classified information, by the Department of the Navy Supplement to the DOD Information Security Program Regulation, reference (k). The activity shall immediately inform the cognizant Navy Department component of the request and ask for instructions by the most direct means of communication. Every possible courtesy shall be extended and every effort made to avoid delaying the investigation unnecessarily. The head of the cognizant Navy Department component will coordinate the inquiry with the Chief of Legislative Affairs as if the inquiry were addressed to that office directly. If any deficiencies are noted during the course of a committee investigation in the field, and immediate on-the-spot corrective action is indicated and possible, the local commander will take such action and advise the Chief of Legislative Affairs accordingly. At the conclusion of a committee's investigation, hearing, or visit, a summary report will be forwarded directly to the Chief of Legislative Affairs. The report shall detail the place and duration of the visit, names of Members of Congress and staff representatives, deficiencies noted, and corrective action taken or recommended. Copies will be furnished to such intermediate echelons as the commander considers appropriate. The report will be submitted by message if deficiencies were disclosed or if the local commander considers that it is of sufficient importance to warrant such transmission.

13. **Congressional Travel.** The Chief of Legislative Affairs (R) and the Comptroller of the Navy (Director, Budget and Reports), as appropriate, will coordinate congressional

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travel throughout the Department of the Navy on behalf of the Secretary of the Navy. The procedures and regulations regarding congressional air and sea transportation are set forth in reference (l). Local ground transportation may be provided without reference to higher authority when the purpose of the travel is of primary interest to, and bears a substantial relationship to programs or activities of the Department of Defense, or as deemed appropriate by the senior officer concerned.

## 14. Witnesses before Congress

a. The manner in which proposed legislation is supported or opposed before congressional committees may largely determine its prospects of enactment. Similarly, a witness' testimony in an investigation often has a great effect on the outcome. It is of the utmost importance that a witness study thoroughly every provision and aspect of the legislation or investigation, be capable of explaining the history of any related legislation or investigation, have cost figures and other statistical data readily available, and finally, undertake a rehearsal of the presentation, which should include a roundtable discussion of the problems concerning the testimony and the questions likely to be asked.

R) b. The Chief of Legislative Affairs is responsible for the designation, appearance and scheduling of witnesses before congressional committees, other than the Appropriations Committees and the Joint Committee on Printing, and advising them, in coordination with the senior Navy representative immediately responsible for the Department of the Navy presentation. The Comptroller of the Navy (Director, Budget and Reports), is responsible for this function for the Appropriations Committees.

c. The following procedures are intended to ensure that testimony of Department of the Navy witnesses may be of maximum assistance to the committees of Congress by ensuring that departmental and personal positions expressed by witnesses are expressed in full knowledge of the Department of Defense policy or position in each case.

(1) **Designation of Witnesses.** In the event a request for a witness is made by any source other than the Office of Legislative Affairs or the Office of the Comptroller of the Navy, the persons contacted shall promptly make a report, telephonic or written, to the Office of Legislative Affairs (the Comptroller of the Navy in cases involving the Appropriations Committees), setting forth the following information:

- (a) Source of request.
- (b) Name of committee.
- (c) Subject of hearing.
- (d) Date, place and time of hearing.
- (e) Name, rank, and position of the witness(es) requested.

The Office of Legislative Affairs and Comptroller of the Navy will inform the appropriate Assistant Secretary of Defense of requirements for witnesses, when appropriate.

(2) **Determination of Department of Defense Policy.** Civilian and military representatives of the Navy and Marine Corps who are called to testify before a committee of the Congress will take appropriate action to ensure that they completely understand the Department of Defense position or policy on the points upon which each expects to testify. They will also be familiar with Department of Defense guidelines to official departmental witnesses who, in the course of congressional hearings, are required to give their personal opinions on positions established by the Secretary of Defense, with the approval of the President. This is a personal responsibility of the witnesses, as well as the responsibility of the Department. The Office of Legislative Affairs or the Comptroller of the Navy will arrange for a briefing by the appropriate segment of the Office of the Secretary of Defense whenever a prospective Navy or Marine Corps witness is in doubt as to the Department of Defense policy.

(3) **Prepared Statement.** The Navy Department (R) component having primary interest in the legislation being examined by the congressional hearing process is responsible for preparing the statement of any Navy witness scheduled to appear before a Committee of Congress. Copies of prepared statements of the witness will be furnished to the Office of Legislative Affairs, in accordance with references (m) and (n) and Table I below. Appropriations Committee statements will be furnished to the Comptroller of the Navy (Director, Budget and Reports) in accordance with Table II. Submission of the witness' statement as far in advance as possible is essential. Prepared charts and exhibits to be presented before a Congressional hearing must be cleared in the same manner as statements. Prepared statements become committee property when delivered, and may not be released until so authorized by the cognizant committee. Under no circumstances may releases be made in advance of presentations.

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TABLE I

		CLASSIFIED			UNCLASSIFIED			CHINFO
	PHASE	I	II	III	I	II	III	
Senate								
	Full Committee	11	50	0	11	70	100	125
	Sub-Committee	11	25	0	11	25	100	125
House								
	Full Committee	11	80	0	11	100	100	125
	Sub-Committee	11	35	0	11	35	100	125

R) PHASE I: Upon completion Navy security review and 13 days prior to the hearing, forward to OLA or Comptroller (NCB) for submission to OSD security and policy review for clearance. Statements requiring OMB clearance must be submitted to OLA or Comptroller (NCB) 15 days prior to the hearing.

PHASE II: Submit cleared statements 6 days in advance for submission to committee.

R) PHASE III: Submit at least 24 hours prior to hearing for public release. Note that 125 copies of all unclassified statements are required by CHINFO or the Marine Corps Division of Information for distribution to the Pentagon Press Corps. However, when both the regular and summary statements are unclassified, only the regular statement must be forwarded. OLA or Comptroller (NCB) personnel will advise if there are any changes to these requirements.

TABLE II  
Appropriations Committee Statement Requirements

	HAC		SAC		CHINFO
	DEF	MILCON	DEF	MILCON	
Unclassified Statements					
13 days prior to hearing <sup>1</sup>	4	4	4	4	125
1 week prior to hearing	25				
4 working days prior to hearing		3	15	3	
2 working days prior to hearing	50	25	45	10	
1 day prior to hearing					
Classified Statements					
13 days prior to hearing <sup>1</sup>	4	4	4	4	
1 week prior to hearing	25				
4 working days prior to hearing		3	15	3	
2 working days prior to hearing	15	25	20	10	

<sup>1</sup> Statements must be Service Security cleared for submission to OSB Security.

(4) **OMB Clearance.** The Office of Legislative Affairs will insure compliance with OMB Circular A-19-R and reference (d) and will submit proposed Navy testimony addressing pending legislation or containing specific legislative recommendations to the President's Office of Management and Budget for clearance. The clearance pro-

cedures outlined in enclosure (2) of reference (d) will be followed. In the absence of a specific OMB request for submission, clearance is not required for testimony: (a) supporting Presidentially approved budget requests; (b) furnished during oversight hearings which do not seek DOD positions on specific legislation; or (c) expressing official

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views on pending legislation in a manner consistent with a formal DOD report on such legislation previously cleared by OMB during the same Congress.

(5) **Exchange of Information.** It is essential that the Office of Legislative Affairs be kept fully informed of policy discussions between Navy and Marine Corps witnesses and the cognizant segment or segments of the Office of the Secretary of Defense. After being advised of the Department of Defense policy or position, a witness should prepare a summary of that position for the Office of Legislative Affairs. Information requested by a committee during a hearing which is not immediately available to the witness will be obtained by the command or staff office having action responsibility, and forwarded to the Chief of Legislative Affairs for transmittal to the committee.

R) (6) **Responsibilities After Hearings.** After each committee hearing, other than those by Appropriations committees, a copy of the transcript of testimony of witnesses normally is available to the Office of Legislative Affairs. The Comptroller of the Navy (Director, Budget and Reports) receives the transcript of hearings by the Appropriations Committees. Transcripts of testimony given in open session will be submitted to the witnesses concerned for examination and correction. Witnesses may correct grammatical or typographical errors by black-pencil notation, provided the corrections do not alter the substance of the testimony given. Transcripts of testimony given in closed or executive session will be reviewed in accordance with references (d) and (h).

15. **Requests for Conferees or Representatives.** Requests for conferees or representatives from the Department of the Navy for task forces, ad hoc committees, or conferences dealing with legislative matters or congressional investigations shall be relayed to the Chief of Legislative Affairs with any recommendations as to the action to be taken or other information. The Navy representatives will keep the Chief of Legislative Affairs advised of the proceedings, in order that responsibilities to the Secretary of the Navy and other principal civilian and military officials of the Department can be carried out.

16. **Processing Congressional Action Items.** Procedures for the annual review and implementation of Congressional Actions on Authorization and Appropriation Acts affecting the Department of Defense and related Congressional reports are outlined in references (o), (p), and (q).

17. **Time Limits.** The Chief of Legislative Affairs may establish time limits for the submission of comments or recommendations on Congressional matters which have been referred to Naval activities for review. An activity which has not submitted its views in connection with a Congressional matter within the time allowed will be presumed to have no comment or recommendation to make. Where necessary to meet deadlines imposed by Congressional committees, the Office of Management and Budget, or Department of Defense agencies, the Chief of Legislative Affairs, upon the expiration of the time limit imposed, will prepare and submit a report on the basis of comments received, or, if no comments have been received, then on the basis of previously established Department of the Navy policy.

18. **Supplementary Instructions.** The Chief of Legislative Affairs and the Comptroller of the Navy may issue such supplementary instructions as are necessary to implement this instruction. Navy Department components may issue such instructions as may be required to implement this instruction within their respective organizations.

19. **Reports.** The requirements contained in this instruction have been assigned the following symbols, which are approved for 2 years only from the date of this directive:

Paragraph 7d - OLA-5730-1 - Congressional Visits  
Paragraph 12b(2) - OLA-5730-2 - Congressional Field Investigations  
Paragraph 14c(1) - OLA-5730-3 - Congressional Requests For Witnesses

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